

# Clinical Placement Guidelines for Nursing Students

Infirmity Health (IH) is delighted that each of you has chosen us to be a clinical site in the development of your students. We here at IH value each of you and will strive to maintain solid and productive partnerships. We appreciate your patience, understanding and assistance as we strive to meet the complex requirements of the ever-changing healthcare environment. We appreciate any feedback and recommendations based on your experiences at IH facilities. Our first and foremost focus is the safety of our patients, staff and community. We look forward to another eventful year of continued collaboration.

The Clinical Placement Guidelines for Nursing Student, will serve as a resource for placement of facility, nursing students and practicum students in IH Facilities. If you have any questions or concerns regarding any sections of this manual please contact your designated hospital Clinical Coordinator.

## **ROLES/RESPONSIBILITIES OF SCHOOL/UNIVERSITY PLACEMENT COORDINATOR/FACILITY TO THE CLINICAL SITE.**

1. Request all placements by established deadlines to appropriate hospital Clinical Coordinator
2. Provide hospital Clinical Coordinator with required documentation at least two weeks prior to clinical start date:
  - a. IH Student Form (excel spreadsheet)
  - b. 'I Heard' form for all students and instructors every semester
  - c. 'Instructor compliance' form for every instructor
  - d. 'EPIC/LifeCare Access' request form to obtain EPIC/LifeCare access for students and instructors
  - e. Clinical form
  - f. Clinical schedule
3. Verify that instructors and students have completed the required EPIC/LifeCare and Medication dispensing system education (instructors only) at least two weeks prior to clinical start date
4. Obtain instructor and nursing student ID badges and parking permits prior to clinical start at the Employee Service Center or designated location
5. Ensure the return of instructor and student exit evaluations to appropriate hospital Clinical Coordinator

## **FACULTY/INSTRUCTORS OF STUDENT CLINICAL ROTATION GROUP**

Prior to clinical the faculty instructor must:

1. Communicate with the Clinical Coordinator and provide:
  - a. Clinical form
  - b. Clinical schedule
2. Contact the Clinical Coordinator to participate in initial orientation to unit (new faculty) or to receive updates from the unit Nurse Manager as appropriate

## **FACULTY/INSTRUCTORS OF PRACTICUM STUDENTS WHO WILL BE WITH CLINICAL SITE PRECEPTORS**

1. Prior to the first clinical day of the quarter/semester, the same information above should be communicated to the Clinical Coordinator. The student will then work with their assigned preceptor to plans hours of attendance and ways to meet required course objectives.
2. The faculty and/or student is responsible for submitting the completed contract (signed agreement between student and preceptor) to the designated hospital clinical coordinator
3. Faculty are expected to maintain communication with preceptor and Unit Nurse Manager/Team Leader/Charge Nurse throughout the quarter/semester

## **ROLES/RESPONSIBILITIES OF UNIT MANAGERS OR TEAM LEADERS/CHARGE NURSES AT THE CLINICAL SITE**

1. Work with hospital Clinical Coordinator to establish the unit as a placement site and designate unit staff as preceptors, if needed, in accordance with the criteria outlined below:
  - a. Preceptor has completed the preceptor education
2. Will receive syllabus, objectives and days/times on unit or clinical placement area from school/college of nursing faculty
3. Once placements/preceptors have been agreed upon, the clinical site coordinator will:
  - a. Provide contact information for the unit manager, team leaders and/or preceptor
  - b. Obtain EPIC/LifeCare and Medication dispensing system access for faculty and/or students
4. Collect faculty and student evaluations of clinical site and provide feedback to unit managers on a quarterly/annual basis.